

ACCOUNTS PAYABLE FEATURES

Source: Jerry Messer, DIS, 1/25/2006

A list of desirable accounts payable features that DIS developed several years ago in a brainstorming session.

Warrant Process

1. Calculate and take vendor discounts.
4. Eliminate duplicate payments.
5. Automatically process recurring vouchers.
7. Process manual and partial payments.
8. Ability to void entries before warrant process.
19. Allows processing of invoices, credit memos, debit memos and manual payments
20. Allows credit/debit memos to be applied to specific invoices.
30. Invoices paid on a selective basis.

Cash Management

2. Anticipate cash requirements for any estimated payment date.
17. Indicates when payments are due.
21. Tracks discounts taken/lost.

Queries/Reports

3. Inquire into a vendor's record any time you want.
6. Display financial management reports any time you want; like, aged payables, cash requirements, vendor history, check journal...
13. Prints 1099 forms.
14. Provides on screen master file search by vendor name, ID, and telephone number.
16. Includes option to export transaction and vendor data to spreadsheets and graphics packages.
31. History reports by vendor.
38. Transaction detail reports, by vendor, by expense, by cost center, by contract...
39. Tracks voided checks.
40. User defined Age Report periods.
43. Vendor history reports on a selective basis and sort order – by account codes, by program, by cost center, etc.
50. when was the invoice paid, including coding for all cost centers
53. One of the things I've appreciated about the County's system is the ability to view, on-line, those vouchers which were paid the previous day,
54. in a compiled month-to-date budget vs. actual format. Real-time or next day review of transactions would be at the top of my list.
55. and all of the data should be accessible from your desktop PC and exportable to an Excel file where it can be diced, sliced, massaged and otherwise manipulated.
56. The research capabilities are my concern. I'd like to see all the available information within one system / screen; even if I don't have all the criteria before I start. If the system generates tracking numbers for an item, that those be meaningful. Search capabilities on cost center splits.
57. Sales Taxes paid report. Shows when sales taxes were paid, to vendor or DOR.

Vendor Table

9. Maintain vendor profiles to allow 1099 reporting
10. Ability to add a vendor on the fly
36. Vendor table with address for remittance, separate from order address.

Notes

- 11. Ability to add free form notes.
- 51. were there any significant problems along the transaction path; how & when were they resolved; by whom
- 52. on partial orders – what are the related documents, with meaningful tracking numbers

Budget vs. Actual/Exceptions

- 12. Automatically “flags” unusually large vendor invoices.
- 29. Ability to track balance remaining on contracts.
- 34. Invoice approval by manager and finance.
- 35. Automated match of quantities and prices with order documentation.
- 44. why a transaction/invoice was incurred,
- 45. was it budgeted or within budget limits
- 46. who authorized it, originally (field order) and all the way through the system
- 47. when was the expense incurred,
- 48. was delivery received; by whom; on what date,
- 49. when was the invoice received,

Interfaces/GL/System

- 15. Allows you to purge paid transactions through specified cut-off date.
- 18. Automatically posts to GL
- 22. Provides for unlimited general ledger distribution and/or cost center distribution on any invoice.
- 23. Provides for selection of period to which any transaction is to be posted to GL.
- 24. Provides for multiple companies
- 25. Interface with ACH or EFT.
- 26. Interface with AFRS.
- 27. Interface with Solomon
- 28. Interface with imaging.
- 32. System security.
- 33. System documentation
- 37. Close invoices, mark as paid. Ability to reopen if warrant is canceled.
- 41. Y2K ready.
- 42. Allow for some System Edits